



PARKS AND RECREATION MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the Parks and Recreation Department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager

Supervision Received and Exercised:

Receives administrative direction from the City Manager and/or the Assistant City Manager.

Exercises direct supervision over assigned managerial, professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide strong, visionary and innovative management & leadership for the Parks and Recreation Department in accordance with the City's Mission and Values.
- Lead the Parks and Recreation Department in providing superior service to the community and making Tempe the best place to live, and play.
- Facilitate the development, planning, and implementation of Department goals and objectives; recommend and manage policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Provide the leadership for employees in team building, responsible decision making and problem solving.

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- Lead and facilitate the development of policy options for consideration by management and City Council and work effectively with the management team.
- Manage the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Facilitate the development and management of the Parks and Recreation Department budget; guide the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Select, train, motivate and evaluate personnel; provide resources for personal and professional development of employees; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serve as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible management and supervisory experience in the management of recreation programs and/or parks maintenance programs, staff and resources

Training:

Equivalent to a Bachelor's degree from an accredited college or university with

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major course work in recreation, public administration, business administration, or a related field. A Master's degree is highly desirable.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment at any time, for any or no reason, with or without cause or notice.

Job Code: 0235

FLSA: Exempt